

GUIDELINES FOR MAINTENANCE OF MUNICIPAL BOUNDARY GIS FILES

ANNEXATIONS AND DE-ANNEXATIONS

Prior to July 1, 1978 annexations/de-annexations ordinances were only maintained in city records. From 1978 to 2000 the state required the ordinance to be filed in city records and also at the county clerk's office to be a binding legal action.

Since July 1, 2000, municipalities have been required by Title 11, §21-112 of the Oklahoma Statutes to file all annexations and de-annexations with the Ad Valorem Division of the Oklahoma Tax Commission (OTC) as well as with the office of the respective county clerk.

When a city changes its boundaries, the city **MUST** file a copy of the ordinance or court order, along with a map, at the **COUNTY** Clerk's office and then present that filed document (with the county clerk's stamp) to the **AD VALOREM DIVISION** of the OTC. This is the only method to legally change municipal boundaries.

Changes to a municipal boundary shape files must be vetted by the Ad Valorem Division, who will send them to OU Center of Spatial Analysis for processing and hosting on the University of Oklahoma's GIS Data Warehouse. These changes will automatically flow to the Office of Geographic Information (OGI). Then the updated shape file can be downloaded and used in NG911 GIS.

The municipal boundaries created and maintained from this input are used by the Oklahoma Tax Commission for the assignment and distribution of local and state taxes, use taxes, and public service taxes and by the Oklahoma State Election Board for the protection of the integrity of municipal elections.

The municipalities' point-of-contact at the Ad Valorem Division is **Steve Oliver** at:

Steve Oliver

Municipal Boundary Coordinator,
Ad Valorem Division
405.319.8204
steve.oliver@tax.ok.gov | tax.ok.gov
Oklahoma Tax Commission | OKC, OK | 73194

MINOR CORRECTIONS TO EXISTING MUNICIPAL BOUNDARIES

In the process of validating municipal boundaries for NG911 purposes, it may be necessary to make minor changes to correct topology issues or adjust the polygon so that certain property or centerlines lay in or out of a municipal boundary polygon. When these types of minor adjustments take place, the updated municipal boundary should be approved and endorsed by the city government. Evidence of this approval would be a printed map of the polygon with good landmark detail. The map should have a

APPENDIX A

signature from the Mayor or City Manager and stamped with the seal of the city. If a correction impacts a neighboring city, that city must also authorize the change and provide an updated boundary map.

This approved corrected map must be sent to the Ad Valorem Division of the OTC (see the contact information above for Steve Oliver) to be vetted before it can be updated in the State's GIS repositories. The map should also be accompanied by a shape file of the corrected polygon.

If a vendor or third party is submitting this information on behalf of a city, a letter of authorization on city letterhead, signed by the authorized city official should accompany the correction request to the Ad Valorem Division of OTC.